

UNK SIS Security Authorization Form

Please read [Instructions](#) before completing this form.

Access requested for:

Last Name:		First Name:		MI:
NUID:		E-Mail:		
Dept. Name:		Current Job Title:		
Location Building/Room:		Phone:	If this is a replacement, name of person previously in position:	

Requested System Access: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Student Bio/Demo (name, address, phone, email) | <input type="checkbox"/> Financial Aid data |
| <input type="checkbox"/> Student Records data | <input type="checkbox"/> Finance Office data |
| <input type="checkbox"/> Admissions data | <input type="checkbox"/> Other (Please explain.): _____ |

Justification for all requested access (must relate to official job responsibilities):

The above-named employee has been informed of, and accepts the responsibilities for, a complimentary computer account as an employee of UNK. He/she understands that this account is for use in support of assigned job responsibilities. Any other uses of this account are strictly prohibited. He/she understands that improper or illegal use may result in the termination of his/her account and that he/she may be subjected to disciplinary action up to and including termination of employment. (Family Educational Rights to Privacy Act - FERPA)

Employee Signature:

Signature:	Date:
Print Name:	

Authorized Supervisor Approval:

Signature:	Date:
Print Name:	

PS SR Data Steward Approval:

Signature:	Date:
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Please sign the completed form and fax it to (308) 865-8484

----- OFFICE USE ONLY -----

Security Administrator Approval:

Approved: () Yes () No	
Signature:	Date:

Instructions for completing UNK SIS Security Authorization Form

1. Provide complete contact information for individual requesting access.
2. If the person who is requesting an SIS account is replacing a previous person in the same position, please provide the name of the previous person. This will facilitate the process of assigning access.
3. Check all areas for which access is being requested.
4. Provide justification for the access checked above. This should include the specific job responsibilities assigned to the person and how those relate to the data items being requested. For example, Arthur needs access to the admit type because his job in financial aid relies on knowing how a student was admitted to determine eligibility for aid. Or, Celeste needs access to email addresses because her job in Student Health requires that she confirm student appointments via email.
5. Both the employee and the supervisor must sign before the account will be established. Note: we cannot create an account for an employee who has not yet completed the hiring process. The person must exist in SAP and have an NUID created in order for an account in PeopleSoft to be assigned.
6. Questions about the FERPA statement should be directed to the Registrar.
7. Completed forms can be mailed to the Registrar's Office or faxed to 865-8484.
8. Staff and the supervisor will be notified via email when the account has been created/updated.